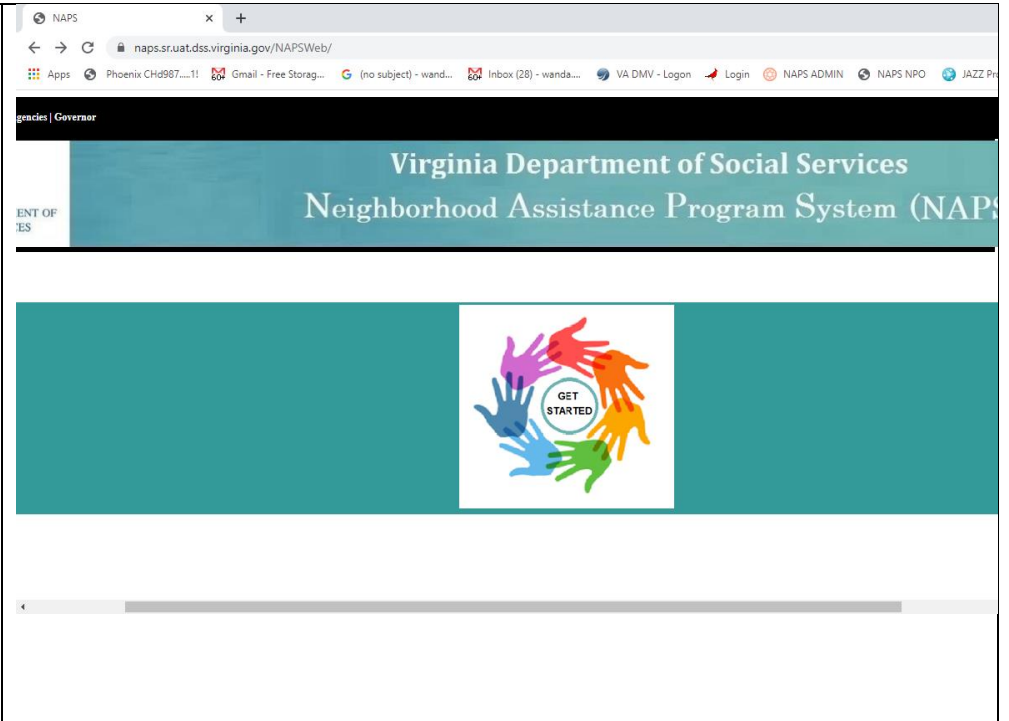
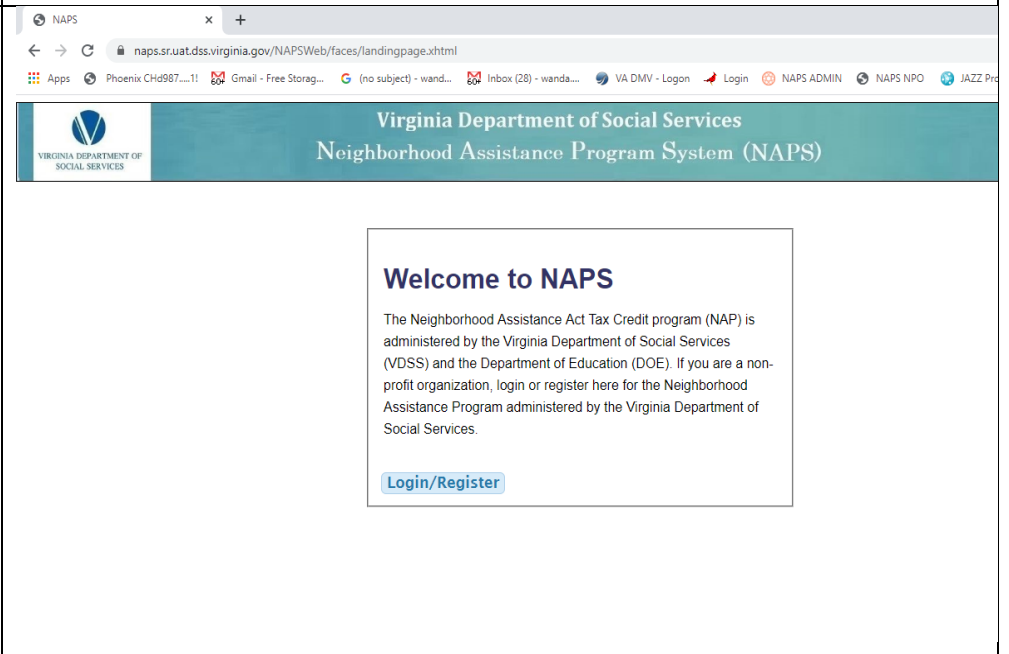


**Virginia Department of Social Services (VDSS)
Neighborhood Assistance Program (NAP) Online Database
Instructions to Create User ID and Password**

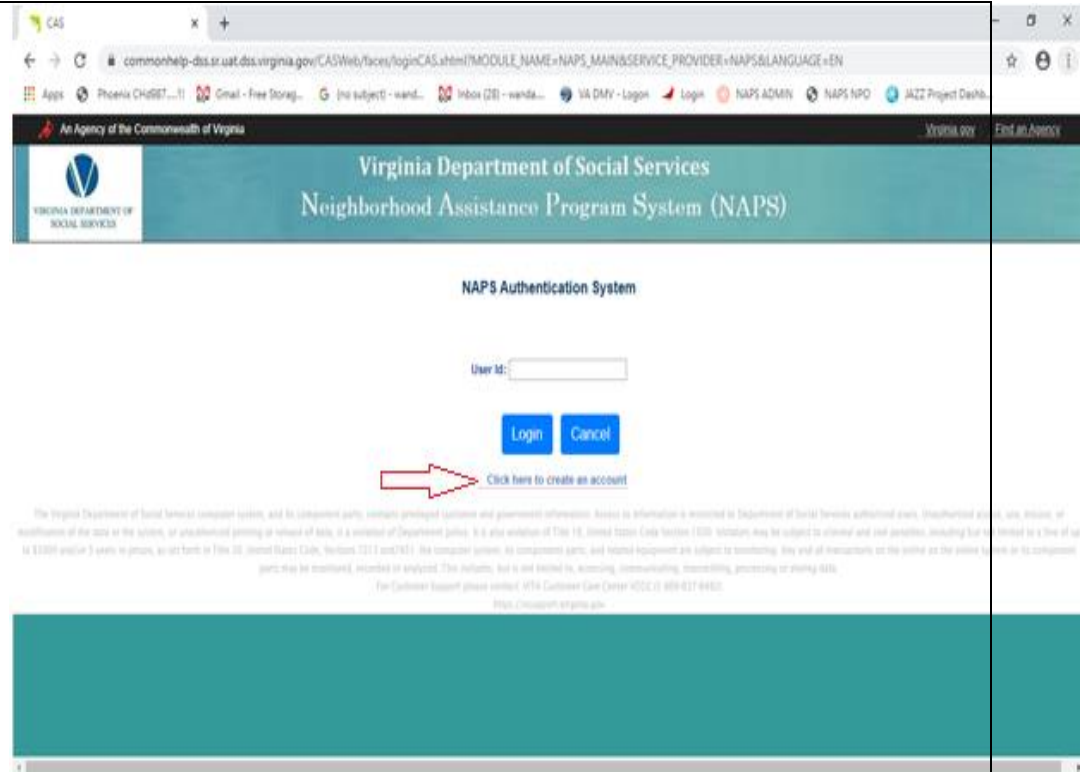
- **NOTE:**
 - ✓ The user account is assigned to a specific employee of the organization.
 - ✓ The account is made “inactive” when the employee has left the organization or no longer needs access to the NAP database.
 - ✓ To access the NAP database, a new employee must create a user account and connect their user account to the organization.
 - ✓ The organization’s profile must be updated to add the new user as a NAP contact person.
- Go to:
<https://naps.dss.virginia.gov/NAPSWeb/faces/landingpage.xhtml>
- Click on “**Get Started**”



- Click on “**Login/Register**”



- Click on “New to NAPS? Click here to create an account”



STEP 1

- Create a User ID
- Create a Password
- Enter the following:
 - ✓ First Name
 - ✓ Middle Initial
 - ✓ Last Name
 - ✓ Email Address
 - ✓ Phone Number (Enter only numbers beginning with the area code)
- Answer all Security Questions
- Create a new security question
- Click on “Submit”
- Exit out of the NAP database
 - ✓ A system generated email will be sent to you to activate your account.
 - ✓ Click on the web link listed in the email to complete your registration.

STEP 2

Connecting the user account to the organization

- Click on “Go to Neighborhood Assistance Program”

The image shows two screenshots of a web application. The top screenshot is the 'Create a New Account' page. It has a title bar with 'CAS' and a browser address bar showing 'commonhelp-dss.sr.uat.dss.virginia.gov/CASWeb/faces/loginCAS.xhtml'. The page has a navigation bar with links like 'Apps', 'Phoenix CHd987...', 'Gmail - Free Storag...', '(no subject) - wand...', 'Inbox (28) - wanda...', 'VA DMV - Logon', 'Login', 'NAPS ADMIN', 'NAPS NPO', and 'JAZZ Project'. The main content area is titled 'Create a New Account' and contains a form with fields for 'User Id', 'Password', 'Re-enter Password', 'First Name', 'Middle Initial', 'Last Name', 'Email Address', 'Confirm Email Address', and 'Phone Number'. There are instructions for each field, such as 'Your user id must be between 6-30 characters and can have a combination of characters from a-z, A-Z, 0-9 or special characters such as ! * @ # % ^'. The bottom screenshot is an email verification page. It has a title bar with 'CAS' and a browser address bar showing 'commonhelp-dss.sr.uat.dss.virginia.gov/CASWeb/faces/loginCAS.xhtml'. The main content area is titled 'Your answers to all secret questions must be at least 2 characters long whereas your question at the bottom must be at least 10 characters. All answers and your question are NOT case sensitive.' and contains a form with five 'Question' and 'Answer' pairs, a 'Your Question' field, and a 'Your Answer' field. There are 'Submit' and 'Cancel' buttons at the bottom. Below the email verification page, there is an email header from 'donotreply@dss.virginia.gov' to 'me', a message asking to click a link to activate the NAPS account, and a URL: 'https://commonhelp-dss.sr.uat.dss.virginia.gov/CASWeb/faces/RegistrationVerify.xhtml?id=1b2f27ee-d8bd-461e-be82-d0abe91d1593&SERVICE_PROVIDER=NAPS&'. The email also states 'This is a system generated message. Please do not reply to this email.'

- Click on “Get Started”
- Click on “Login/Register”
- Enter the User ID
- Click on “Login”
- Enter the password
- Click on “Login”
- Review the Terms of Service
- Check (v) “I agree to the Terms of Service”
- Click on “Submit”

NAPS

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naps.sr.uat.dss.virginia.gov/NAPSWeb/

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Virginia Department of Social Services

Neighborhood Assistance Program System (NAPS)

NAPS

← → ↻

naps.sr.uat.dss.virginia.gov/NAPSWeb/faces/pages/npo/npoHomepage.xhtml

Apps Phoenix CHd987....11 Gmail - Free Stora... (no subject) - wand... Inbox (28) - wanda... VA DMV - Logon Login NAPS ADMIN NAPS NPO

Virginia Department of Social Services

Neighborhood Assistance Program System (NAPS)

Home View Help Logout

Signed in as : Wa

Welcome to the Neighborhood Assistance Program (NAP)

Tell us about your non-profit organization. You will need the organization's tax id number, 501(c)(3) information and contact information to complete the profile. Be sure to provide valid email addresses and phone numbers for all contacts. You can save and resume your work profile at any time. However, the organization's profile will only be reviewed after it has been submitted.

☐ I agree to the [Terms of Service](#)

Submit

Cancel

- Enter the Organization's Federal Tax ID Number
- Click On "Search"

Previous NAP Organization with VDSS

- ✓ The organization's name will automatically populate in the **Non-Profit organization name** field.
 - Confirm the federal ID number is correct if the organization's name does not populate.
 - **STOP – DO NOT CONTINUE** if the federal ID number is correct and the organization's name does not populate in the **Non-Profit organization name** field.
 - Contact the NAP administrator at nap@dss.virginia.gov to research the issue.
 - The NAP administrator will contact you when the issue has been resolved.
- ✓ Enter an email address
- ✓ Enter a phone number
- Click on "Submit"
 - ✓ A system generated email will be sent to you after the NAP Administrator has reviewed and approved your user access request.
 - ✓ Review and approval of the request may take up to three business days.
 - ✓ If you do not receive an approval email within three business days, send an email to nap@dss.virginia.gov.

New organization – An organization that has not participated in the VDSS NAP program will be required to complete the profile data, description and mission pages; and upload the organization's 501 (c) (3) documentation.

- ✓ Confirm the federal ID number is correct.
- ✓ Enter the organization's name as listed on the 501 (c) (3) document or the name change document in the **Non-Profit organization name** field.
- ✓ Enter an email address
- ✓ Enter a phone number (Enter only numbers beginning with the area code).
- Click on "Submit"

If this is your first time logging in to NAPS, you will need to submit a request to access your non-profit organization's profile. Complete the following steps and click the submit button. An email will be sent to you after the decision has been made.

Non-Profit Organization Profile

Search for your non-profit organization:

* Enter the Federal Tax ID Number, click search:

Note: If your non-profit organization is not found in the NAPS system, please enter the name of your non-profit organization in the information section below.

Complete the following information:

* Non-Profit Organization Name:

* User ID:

* First Name:

* Last Name:

* Email:

* Phone#:

USER ACCESS REQUEST - NAPS Inbox x



donotreply@dss.virginia.gov

8:52 AM (0 minutes ago)

to me ▾

Dear User,

Your User Request has been Approved. You will now be able to log on to NAPS system with your Password.

Thanks,
NAPS team

This is a system generated message. Please do not reply to this email.

Virginia Department of Social Services

New organization –

Enter the profile data:

- ✓ The date the organization received their 501(c) (3) designation
- ✓ Mailing Address
- ✓ Suite/Room/Unit/FI/etc.
- ✓ City
- ✓ State
- ✓ Zip code
- ✓ Phone # (Enter only numbers beginning with the area code).
- ✓ Fax # (Enter only numbers beginning with the area code).
- ✓ City/County of Main Office
- ✓ Web Address
- ✓ NPO Contact 1 information (Executive Director or CEO)
 - Prefix
 - First Name
 - Middle Initial
 - Last Name
 - Suffix
 - Job Title
 - Phone # (Enter only numbers beginning with the area code).
 - Ext.
 - Fax # (Enter only numbers beginning with the area code).
 - Email
- ✓ NPO Contact 2 information, if applicable (person responsible for entering NAP donations).
 - Prefix
 - First Name
 - Middle Initial
 - Last Name
 - Suffix
 - Job Title
 - Phone # (Enter only numbers beginning with the area code).
 - Ext.
 - Fax # (Enter only numbers beginning with the area code).
 - Email

Profile Data

Name/ID

*Federal Tax ID: 51-9236844

*Date 501(c)(3) status was received: mm/dd/yyyy

*NPO Name: Jerry's House

Address

*Mailing Address:

Suite/Room/Unit/FI/etc.:

*City:

*State: Select One

*Zip Code:

*Phone#: (000)000-0000

*Fax#: (000)000-0000

*City/County of Main Office:

Web Address:

NPO Contacts

NPO Contact 1

Prefix: *First Name: Middle Initial: *Last Name: Suffix:

*Job Title:

*Phone#: (000)000-0000 Ext:

*Fax#: (000)000-0000 *Email:

NPO Contact 2

Prefix: *First Name: Middle Initial: *Last Name: Suffix:

*Job Title:

*Phone#: (000)000-0000 Ext:

*Fax#: (000)000-0000 *Email:

- ✓ Click on **“Description”** - Describe the organization’s programs.
 - Limited to 2000 characters, use additional pages as needed.
 - Upload all additional pages in a PDF format in the **“Attachments”** section.
- ✓ Click on **“Mission”** - List the mission statement.
 - Limited to 1000 characters, use additional pages as needed.
 - Upload all additional pages in a PDF format in the **“Attachments”** section.
- ✓ Click on **“Attachments”**
- ✓ Click on **“Choose File”**
- ✓ Double Click on the selected file.
 - Upload a copy of the organization’s 501(c) (3) documentation.
 - Upload a copy of the name change document if the name of the organization has changed and does not match the 501(c) (3) document.
 - Upload all documents in a PDF format
- ✓ Click on **“Upload”** to upload the selected document.
 - It may take several minutes to upload the document.
 - The word **“remove”** will be listed after the document name once the document has been uploaded.
- Click on **“Submit”** after the document has been uploaded.
 - ✓ Always review the message at the top left hand side of the page to ensure the information is saved.
 - ✓ The error must be fixed to continue.
- Click on **“Submit”** after correcting the error.
 - ✓ A message will populate at the top of the screen **“Profile is submitted successfully”** once the information has been submitted.
- Click on **“Log out”**
 - ✓ A system generated email will be sent to you after the NAP Administrator has reviewed and approved your user access request.
 - ✓ Review and approval of the request may take up to three business days.
 - ✓ If you do not receive an approval email within three business days, send an email to nap@dss.virginia.gov.

The image displays three sequential screenshots of the NAP Online Database interface, illustrating the steps for creating a user profile.

Top Screenshot: Description Section
The interface shows the 'Profile Data' tab selected, with sub-tabs for 'Profile Data', 'Description', 'Mission', and 'Attachments'. The 'Description' sub-tab is active. A text area for 'NPO Description' is visible, with a note: '(Describe the organization's programs. Explain how the organization is meeting the requirement of the primarily providing assistance for low-income people in Virginia.)'. To the right of the text area are buttons for 'Edit', 'Print', 'Submit', and 'Cancel'.

Middle Screenshot: Mission Section
The 'Mission' sub-tab is active. A text area for 'NPO Mission' is visible, with a note: '(List the mission statement for the organization and date adopted by Board. Does the mission statement reflect the purpose of the organization? If this is different from the description shown in the audit, review or compilation, please explain.)'. To the right of the text area are buttons for 'Edit', 'Print', 'Submit', and 'Cancel'.

Bottom Screenshot: Supporting Documentation Section
The 'Attachments' sub-tab is active. A section titled 'Supporting Documentation' is visible, with a note: 'Note: Please submit the Organization's 501(c)(3) documents'. Below this, there are three rows of 'File to Upload' fields, each with a 'Choose File' button and a 'No file chosen' status. An 'Upload' button is located at the bottom of the section. To the right of the section are buttons for 'Edit', 'Print', 'Submit', and 'Cancel'.